

# *FUNCTIONS*

*@ Berwick Montuna Golf Club*



**BERWICK MONTUNA**  
GOLF CLUB & DRIVING RANGE

*...the perfect location for your special event...*

# *Why you should choose Berwick Montuna Golf Club for your next event...*

*Berwick Montuna Golf Club, established in 1947, offers a fantastic venue boasting superb views of the surrounding hills and beyond...*

*Quality food and friendly service combined with our picturesque location ensures you and your guests will have a memorable evening...*

*Our packages are tailored to suit your needs and we provide options that will meet every budget...*





## *Just a couple of comments from our very happy clients...*

"We had a great time...received positive feedback from all on the venue etc so thank you to all of you for making it such a great night..."

*Kim Craig (November 2018)*



"Wonderful venue...great feedback received from guests. Thank you to all for making it a great engagement party"

*Kylie & Paul (August 2018)*



"The whole experience at the Berwick Montuna Golf Club, from the moment we walked through the door on visiting the venue, through to the end of the party, was terrific for us. We have already recommended the venue and hope in the future we can return for another celebration. Thanks to all involved for a very memorable and fantastic night. Great job!"

*Kelly Wilson (June 2018)*



"Overall great experience. Staff were great! Very helpful! We had a great night"

*Breanna & Ross (February 2018)*



## Club Details



**Address:** 335 Emerald Beaconsfield Road, Guys Hill



**Phone:** (03) 9707 1887



**Fax:** (03) 9796 1917



**Web:** [www.berwickmontuna.com.au](http://www.berwickmontuna.com.au)



## Contact Details



Arrangements for the hire of the Function Room can be made directly through our **General Manager** Sean Constable (Monday to Friday) on the number above or via email: [manager@berwickmontuna.com.au](mailto:manager@berwickmontuna.com.au)

## Availability



The Function Room is available for hire:

- ✓ Saturday nights **from 7.30pm** ALL year round
- ✓ Friday nights **from 7.30pm** ALL year round
- ✓ Other days are available upon application



The Function Room is available for "Life Celebrations":

- ✓ Mondays and Fridays **from 11.30am** ALL year round

## Costs



**ALL** Room Hire charges include our standard security surcharge **for events of 100 guests or less**. An additional charge of \$250 applies for events where guest numbers exceed 100.

### Non Member Functions

Room Hire	<b>\$600</b>	Bond	<b>\$300</b>
Room Hire (Wake / Life Celebration)	<b>\$300</b>	Bond (Wake / Life Celebration)	<b>\$300</b>
<b>Note:</b> Tea & Coffee Station included in Room Hire for Life Celebrations			
Drinks	All drinks at standard bar prices		
Table Cloth Hire	\$15 ea		

### Member Functions

**Note:** To be eligible for Member's Rates, a minimum of 12 months continuous service is required and Social Members do not receive the discounted Room Hire rate

Room Hire	<b>\$400</b>	Bond	<b>\$300</b>
Room Hire (Wake / Life Celebration)	<b>\$100</b>	Bond (Wake / Life Celebration)	<b>\$300</b>
<b>Note:</b> Tea & Coffee Station included in Room Hire for Life Celebrations			
Drinks	All drinks at Member's bar prices		
Table Cloth Hire	\$15 ea		

## Band /DJ



A Band or DJ is the responsibility of the person hiring the room

## Surcharges




Wedding Ceremonies – **additional \$150** is payable if the Club's undercover balcony area adjoining the function room is required to conduct your Wedding ceremony from 5.30pm. If you would like your ceremony to start earlier, a further \$50 per half hour prior to 5.30pm is payable.



Sit Down Functions (where meals are served to seated guests) – **additional \$2.50 per guest**



## Table Seating Arrangements


 A number of options are available. Please feel free to contact our Bar Supervisor to discuss the most suitable option for your event.

## Capacity


 **Seated** – Maximum 80 guests

 **Unseated** - Maximum 150 guests

## Cancellation Policy

 A **minimum of 2 months** written notice for cancellation is required for the refund of all Hire Fees and / or Bond charges paid to the Club

## Food & Beverages


 Must be supplied by the Berwick Montuna Golf Club and its representatives

**Note:** Excludes celebration cakes (ie. Wedding / Engagement)


 Menus – see Catering options attached

## Smoking

 The Club is a smoke free venue in all internal areas

 Smoking is only permitted OUTDOORS. Our balcony area adjoining the function room provides smokers with an undercover area.

## Decorations

 Access to the room for decorating purposes is permitted after 3.30pm on the day of the event.

 Under NO circumstances may any item be attached to walls, ceilings, or fittings


 Failure to comply may result in loss of BOND

 Table decorations are the preferred option of the Club

## Booking Confirmation

 The booking is not confirmed until the completed **FUNCTION CONFIRMATION** sheet has been returned and the payment of the BOND has been made


## 18<sup>th</sup> & 21<sup>st</sup> Birthday Parties

 Berwick Montuna Golf Club **does not** cater for 18<sup>th</sup> or 21<sup>st</sup> Birthday celebrations

## PA System

 The Club can provide a mobile PA System for speeches on the night if required




## Projector

 The Club has a projector & screen that can be hired for visual presentations – a laptop computer must be supplied the Hirer

 The cost to hire the Club's projector & screen is \$150







## Return of Bond

-  The Bond will be returned within 7 days of the event being held provided no cost has been incurred for extra cleaning required or damage caused as a result of the event
-  Any costs incurred for damage or extra cleaning will be deducted from the bond prior to its return
-  In the event the cost of the damage / cleaning incurred exceeds the bond, an invoice will be raised and sent outlining costs, with full payment required within 7 days.



## Payment

-  Payment in full is required a minimum of 10 days prior to your function


## Clubhouse, Bar & Catering Services

-  All catering and beverage requirements are to be arranged and finalised a **minimum of 10 Days** prior to the function
-  For all evening functions there is a **minimum bar tab levy of \$500**
-  For all evening functions there is a **minimum catering charge of \$1250**
-  **All Functions** – Room Hire includes full use of the facilities **until 11.30pm** – Extension of opening times are not available. All patrons are required to leave the venue within **30 minutes** of the conclusion of the function



## Bar Tab

-  The use of a bar tab is recommended for the convenience of all patrons.
-  Our Bar Tabs can be tailored to suit your needs - please discuss your requirements with our Bar Supervisor


## Contract

-  By signing the **FUNCTION CONFIRMATION** (next page) you agree to all the terms and conditions as outlined in this document

## Waiver

-  BMGC reserves the right to alter the operating times & security requirements depending on the nature and style of function required
-  BMGC reserves the right to alter any arrangements without notice based on any State Government restrictions imposed or in place at the time

## Taxis

-  We recommend that all guests requiring Taxis book their pick up times before 10.30pm on the night - bookings can be made through the Bar



# FUNCTION CONFIRMATION

## Contact Details:

Full Name of Person Responsible for Hiring Facility:

\_\_\_\_\_

Phone Numbers: Home/Bus.:\_\_\_\_\_ Mob:\_\_\_\_\_

Address:\_\_\_\_\_

Email:\_\_\_\_\_

## Function Details:

Type of Function:

Wedding Engagement Birthday Life Celebration / Wake

Other (Specify):\_\_\_\_\_

Wedding Ceremony required: YES / NO If YES, specify start time:\_\_\_\_\_

Number Attending:\_\_\_\_\_(Seated / Unseated) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: A surcharge of \$2.50 per guest applies to seated functions where meals are served to guests

## Payment Details:

Deposit / Bond: Payable within 7 days of booking being made \$.\_\_\_\_\_

Payment Method: Cash Cheque Credit Card

Card Holder Name:\_\_\_\_\_

Credit Card Number:

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Expiry Date:\_\_\_\_\_ CCV:\_\_\_\_\_

I \_\_\_\_\_ agree to abide by all the Terms and Conditions as stipulated in the **FUNCTION INFORMATION** provided.

Signature of Person Responsible for Hiring facility:\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Office Use Only:

Booking taken by:\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Booking Confirmed: YES / NO Confirmed by:\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

BOND Payment Processed by:\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

ROOM HIRE Processed by:\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_